

# KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road Suite 201

Louisville, KY 40223

Phone: 502-429-7250 or 888-373-3300 Fax: 502-429-7246 [www.krec.ky.gov](http://www.krec.ky.gov)

## Opening a New Office

A \$10 fee must be submitted with this request. Make your check or money order payable to the KREC. Cash and credit/debit cards are not accepted. Activation of an escrowed license requires proof of continuing education in addition to submitting payment of the Errors & Omissions Insurance premium or proof of private coverage.

If you are affiliated with another principal broker, your license must be released and returned to the Commission before this change can be processed. Attach a letter of acceptance or the completed *Transfer/Acceptance Request, document #200* to accept licensees who will also be affiliating with this new office.

Broker's Name: \_\_\_\_\_

**License Number**

Real Estate Firm Name: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address \_\_\_\_\_

Office Phone \_\_\_\_\_

**Please Circle One:** This firm is a:    sole proprietorship    corporation    partnership    LLC    Business Trust

If you circled corporation, partnership, Limited Liability Company or business trust, you MUST include a copy of your Letter of Good Standing from the Kentucky Secretary of State's Office. You may contact the Secretary of State at 502-564-3490 or [www.sos.ky.gov](http://www.sos.ky.gov).

If you circled sole proprietorship and you are using a name other than your proper name, you MUST include a copy of your Registration from the County Clerk's Office where you are a resident. County clerk information can be found at <http://elect.ky.gov/countyclerks.htm>.

If you circled sole proprietorship and you are using your proper name, you do not need to register with the Secretary of State's Office or the County Clerk's Office.

**You should consult with an attorney about the appropriate legal entity for your brokerage. The Commission cannot give you advice on what legal entity to establish for your brokerage.**

**NOTE:** If you wish to use a post office box number along with the street address, the post office box must be in the same city and zip code as the physical office location.

Please check and complete one of these sections: **(Not applicable to offices located outside KY)**

☐ This office is located in an incorporated area of \_\_\_\_\_  
County \_\_\_\_\_ (Kentucky Counties Only)

☐ This office is located within the city limits of \_\_\_\_\_  
City \_\_\_\_\_ (Kentucky Cities Only)

Printed Principal Broker's Name \_\_\_\_\_

Principal Broker's Signature \_\_\_\_\_

Date \_\_\_\_\_

## ESCROW ACCOUNT VERIFICATION

(Must be completed by the Kentucky bank handling the escrow account)

Firm Name \_\_\_\_\_ Account Number \_\_\_\_\_

Bank Name \_\_\_\_\_ Bank Address (must be in Kentucky) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bank Official's Title \_\_\_\_\_

Bank Official's Signature \_\_\_\_\_